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HUMAN RESOURCES MANAGEMENT

Costs of staff representation activities during 1992, 1993 and 1994

Report of the Secretary-General

1. In section V, paragraph 1, of its resolution 49/222 of 23 December 1994, the General Assembly requested the Secretary-General to report to it at the earliest possible opportunity on the modalities and costs of staff representation since 1992. The present report is submitted in compliance with that request.

2. The mandates and modalities for funding staff-management and staff representational activities were reported to the General Assembly at its forty-seventh session in the report of the Secretary-General on the costs of staff representation activities. 1/ They have not changed since that date. They are again described in the present report for ease of reference, with additional and/or revised information as appropriate.

A. Mandates for staff-management and staff representational activities

3. Under the provisions of article VIII of the Staff Regulations, as amended by section II of General Assembly resolution 37/235 C of 21 December 1982, the Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure their effective participation in identifying, examining and resolving issues relating to staff welfare. That article also stipulates that the Secretary-General shall establish joint staff-management machinery at both the local and Secretariat-wide levels to advise him regarding personnel policies and general questions of staff welfare.

4. Moreover, staff rule 108.1 provides, inter alia, that staff representative bodies shall be established at Addis Ababa, Amman, Bangkok, Geneva, Jerusalem,

Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate themselves with a staff representative body at one of the duty stations with established staff bodies.

5. According to staff rule 108.2, the joint staff-management machinery shall consist of joint advisory committees or corresponding staff-management bodies at designated duty stations, and include the Staff-Management Coordinating Committee (SMCC) at the Secretariat level. In consultation with the staff, the Secretary-General shall designate secretaries to the joint staff-management bodies at the designated duty stations and shall arrange for such services as may be necessary for their proper functioning.

6. Administrative instruction ST/AI/293 of 15 July 1982 sets out the policy and procedures for the staff representational activities envisaged in the Staff Regulations and Rules and defines the status and facilities to be given to staff representatives. The instruction specifies that:

(a) The functions of staff representatives are official;

(b) Staff representatives shall be afforded such facilities and are to be granted reasonable official time as may be required to enable them to carry out their functions promptly and efficiently, while not impairing the efficient operation of the Organization;

(c) Each Staff Council, Staff Committee or corresponding staff representative body at designated duty stations shall be provided with secretarial assistance, office space and supplies as may be necessary for the proper discharge of their functions;

(d) Each Staff Council, Staff Committee or corresponding staff representative body shall have use of telephone and cable/facsimile communication facilities;

(e) Each Staff Council, Staff Committee or corresponding staff representative body shall be accorded facilities for reproduction and distribution of notices, bulletins and other documents required for the proper discharge of their functions, subject to compliance with the procedures and considerations governing the use of such facilities.

7. Administrative instruction ST/AI/293 provides for the following conditions governing official time for staff representational activities:

(a) Staff representatives shall be entitled to attend established meetings of the Staff Council or corresponding staff representative body. They shall also be granted reasonable official time to prepare for and attend meetings of related bodies, to represent staff in joint advisory bodies and to conduct other representational activities (such as meetings with supervisors or managers), provided that the proportion of the official time spent on representational activities should not be unreasonable in relation to their performance of assigned duties;

(b) The President or Chairman of the Executive Committee of each Staff Council or corresponding staff representative body at the above-mentioned duty stations, if he or she so requests, can be released from assigned duties during his or her term of office. That release may be either on a full-time basis, if the number of staff represented is 1,000 or more, or half-time basis, if the number of staff represented is less than 1,000;

(c) Other members of the Executive Committee should be afforded the necessary time required for them to carry out their functions promptly and efficiently;

(d) Staff representatives duly designated to attend intraorganizational, interorganizational or intergovernmental meetings shall be placed on official duty status for the time required to attend such meetings, including appropriate travel time.

B. Funding for staff-management activities

8. The costs of staff-management activities can be identified as both direct costs charged against the regular budget and indirect costs in terms of the release of staff from their assigned programme duties. For the purposes of the present report, direct costs comprise travel and subsistence related to the attendance of meetings of SMCC, full-time support staff provided to staff representational bodies and budgetary expenditures related to supplies and equipment and communications. Indirect costs comprise the amount of staff time devoted to staff representational activities or on official travel to attend intraorganizational, interorganizational or intergovernmental meetings, which represents either part-time or full-time release from assigned programme duties without replacement. Indirect costs will also incorporate the costs of office space and documentation services, where these are absorbed within existing budgetary provisions.

1. Staff Management Coordination Committee

9. According to existing arrangements, as announced in Secretary-General's bulletin ST/SGB/176/Rev.2 of 4 April 1991, SMCC holds annual meetings which alternate between New York and other duty stations. The Committee has 19 members: 9 staff representatives from major duty stations, 9 senior management representatives from major duty stations, up to 4 alternates and a President. Up to 1994, regular budget expenditures were limited to travel and subsistence expenses for the 19 members as well as the Secretary assigned from the Office of Human Resources Management and a legal adviser to regular SMCC sessions.

10. The need for intersessional meetings of SMCC became apparent in 1994, and it was decided that such meetings would be arranged with limited participation so as to permit the prompt settlement of pressing issues. Two such intersessional meetings were convened during 1994. Participation was limited to three representatives of the staff from three duty stations, including New York, and three or four representatives of the management, all of whom were stationed in New York. The use of the intersessional mechanism is considered to have had

a positive impact on the efficiency and timeliness with which recommendations can be made to the Secretary-General.

11. The travel and subsistence costs related to participation in meetings of SMCC and its intersessional meetings were $87,474, $56,767, and $67,857 for the years 1992, 1993 and 1994, respectively; the figure for 1994 includes $7,914 for the intersessional meetings. In view of budgetary constraints, a special effort was made to hold the meetings at duty station(s) with the largest concentration of staff and to carrying out other official business when necessary and cost-efficient to do so. Thus, New York was selected as the venue of the 1992, 1993 and 1994 meetings of SMCC, including for the two 1994 intersessional meetings.

2. Joint Advisory Committee

12. The broad terms of reference for joint advisory committees are set out in chapter VIII of the Staff Regulations and Rules, which provides for local staff-management consultation and staff participation, through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies; and considering and commenting on, to the extent practicable in advance of issuance, administrative instructions or issues pertaining to staff welfare.

13. The membership of the Joint Advisory Committee (JAC) at Headquarters has been most recently established in Secretary-General's bulletin ST/SGB/200/Rev.1 of 1 October 1992, which indicates that the management at Headquarters will be represented by the Under-Secretary-General for Administration and Management, the Assistant Secretary-General for Human Resources Management, the Director of Staff Administration and Training and the Director of Recruitment and Placement. The four members representing the staff have traditionally been the four highest ranking members of the Staff Committee. 2/ The chair rotates between staff and management. Secretariat services are provided by the Office of Human Resources Management as necessary. The Headquarters JAC establishes its own rules of procedure and is empowered to establish such subsidiary bodies as it deems necessary. Joint advisory committees or corresponding local staff-management bodies established at other duty stations are normally composed of not less than three staff representatives and an equal number of representatives of the Secretary-General.

14. The activities of the members of these joint advisory committees are incorporated within the overall duties of staff and management representatives. Their costs should thus be considered as indirect costs related to the release of the President and senior members of executive committees to conduct their staff representational activities. As indicated in the annex to the present report, the JAC at Headquarters was convened 3 times in 1992, 12 times in 1993 and 8 times in 1994. Meeting duration averaged two hours.

15. Since April 1992, secretariat services to JAC were provided by the incumbent of a post who also retained responsibility for other full-time functions within the Office of Human Resources Management, thus taxing both the individual staff member and her regular programme of work. Prior to that date,

one P-4 post was devoted full time to providing secretariat services to JAC and SMCC.

C. Description of staff representational activities

16. Pursuant to requests made during the informal consultations of the Fifth Committee on agenda item 113, the annex to the present report contains a description of the staff representational activities carried out over the reporting period.

D. Costs of staff representational activities

17. Staff representational activities are not explicitly budgeted. They are rather absorbed under the regular budget through the provision of staff time, support staff and facilities in accordance with the provisions of administrative instruction ST/AI/293. Full information on the level of expenditures can only be collected on an ex post facto basis, as it is not possible to project the personal grade level, and therefore the cost, of the individuals elected to staff representational executive committees. Non-reimbursed staff time provided through the release of staff who serve on a full-time or part-time basis as President, Vice-President or member of executive committees, without replacement in their programme areas of work, should be viewed as indirect costs against the budget. Support staff whose positions are financed against regular budgeted posts should be viewed as direct charges against the budget. Pursuant to the request of the General Assembly, the figures provided in tables 1, 2 and 3 below refer to the years 1992, 1993 and 1994, respectively.

18. The costs have been are calculated at the rate prevailing for the reporting period. The data have been provided by those duty stations having established staff representational bodies. The level of expenditures reflected has been determined by various factors, such as whether support staff have indeed been provided (as is the case at most major duty stations), the personal grade of the President of the staff representative body and whether he/she has been released full or half time and the personal grade of any other officers who may have been released in the context of instruction ST/AI/293. At some duty stations, staff representatives have at times opted to perform their functions in their free time, and thus only the actual days away from their substantive functions have been counted. Given the numerous variables affecting the calculations at any given duty station or time-frame, including changes in currency and inflation rates, the levels of expenditure vary from one year to another.

19. It should be noted that, in addition to the full-time release of the President, the First and Second Vice-Presidents of the New York Staff Committee were permitted full-time release for almost the entire reporting period in recognition of the vast increase in the volume and complexity of the issues falling within the Committee's purview. Examples include conditions of employment at both established and field duty stations under discussion by such bodies as the International Civil Service Commission (ICSC) and its subsidiary bodies, the Administrative Committee on Coordination (ACC) and its subsidiary bodies (e.g. on such issues as classification, security and post adjustment),

the Pension Board, the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee of the General Assembly. The impact of the exponential increase in the number of field operations undertaken by the Organization over the reporting period have also expanded the responsibilities of the New York Staff Committee, which represents some 5,500 staff members as well as more than 2,000 Secretariat staff deployed to three field missions (United Nations Assistance Mission for Rwanda, United Nations Protection Force and United Nations Mission for the Referendum in Western Sahara). This has also had an impact on the activities of the Field Service Staff Union, which represents over 600 staff in the Field Service category.

20. Expenditures relating to office space represent the actual cost of rental space or the replacement cost at local market rates if space was rented for other purposes. No costs have been estimated for meeting servicing, since interpretation, when required, has been provided only on an "as available" basis. The costs shown for documentation and communications reflect actual expenditures over the reporting period. All figures have been provided by the duty station at which they were incurred.

E. Coordinating Committee for International Staff Unions and Associations of the United Nations System

21. The Coordinating Committee for International Staff Unions and Associations of the United Nations System (CCISUA) brings together representatives of the various staff bodies of the entire United Nations system. Through the CCISUA mechanism, which is analogous to ACC on the management side, comprehensive staff positions are formed on such matters as compensation, benefits and conditions of work for staff system-wide. These mechanisms have thus proven to be very useful in facilitating staff-management consultations.

22. A staff member is released full time to assist CCISUA as a research officer. She prepares technical documentation for submission, in particular, to ICSC and its subsidiary bodies on such subjects as post adjustment, margin calculations and General Service salary methodology issues. As an example, a CCISUA paper outlining the technical reasons for the elimination of regression analysis and square-root weights from calculations concerning Professional remuneration was adopted by ICSC. Those technical changes were among the technical adjustments described by the ICSC Chairman as "substantial progress". Several technical papers prepared by the research officer on post adjustment issues have been submitted to and discussed by the Administrative Committee on Post Adjustment Questions (ACPAQ) in recent years, leading to recommendations to the Commission.

23. The costs pertaining to the full-time release of the staff member in question are $55,154, $58,866, and $82,633, for the years 1992, 1993 and 1994, respectively. They reflect a P-4 salary costed at prevailing rates. The staff member was not replaced by her parent department, as there is no provision to do so.

24. It should moreover be noted that the President of the New York and Geneva staff organizations served concurrently as President of CCISUA in alternating

years, with the Geneva staff President serving in the even-numbered years and the New York staff President serving in the odd-numbered years. For this reas... the costing related to their full-time release as indicated in tables 1, 2 and 3 has been adjusted to reflect one half of the relevant salary, on the assumption that the second half of the staff President's time should be viewed as devoted to work done in his capacity as President of CCISUA. The costings for 1992, 1993 and 1994 related to the portion of time devoted to duties performed as President of CCISUA are $103,484, $109,686, and $116,760, respectively.

Notes

1/ A/C.5/47/59.

2/ Towards the end of 1994, the composition of the New York Joint Advisory Committee for practical reasons was expanded to comprise five representatives of management and five representatives of staff. The relevant Secretary-General's bulletin is being amended accordingly.

Annex

I. STAFF REPRESENTATIONAL DUTIES

A. General functions of staff representatives

At the departmental level, staff representatives represent the interests of staff, vis-à-vis management, as regards conditions of service in the organizational units within their purview, including at the level of departmental staff-management consultation. They are expected to convene unit meetings and to advise individual staff, as necessary. Their general responsibilities include attending Staff Council meetings and participating in the work of task forces or working groups on matters concerning the general welfare and conditions of service of staff.

B. Number of Staff Council meetings (1994)

The following figures are indicative of the number of Staff Council meetings conducted in one year:

New York:	50 regular meetings
	2 general meetings
Geneva:	14 regular meetings
	4 extraordinary meetings
Addis Ababa:	23 regular meetings
	2 extraordinary meetings

These meetings discuss all issues pertaining to the working conditions and welfare of the staff at large. They are, as a general rule, convened during the lunch hour.

II. NEW YORK STAFF COMMITTEE

A. Duties of each member of the Staff Committee

1. President

Overall supervision of the Staff Union activities; direction of the Staff Committee; staff-management relations, including JAC and SMCC; contacts with the press and media; consultation with ICSC/the Pension Board and other intergovernmental bodies, including the Fifth Committee, CCISUA and FICSA, appointment and promotion board; all matters related to the United Nations Children's Fund; and security and independence of the international civil service.

2. First Vice-President

Administration of justice; General Service and related category issues, including the salary survey; classification issues; SMCC coordination; women's issues, including coordination with the Group on Equal Rights for Women; competitive examinations, including movement from G to P; appointment and promotion panel; substance abuse programme and other health issues; organization and agenda of Staff Council meetings; overall supervision of Staff Day activities; space planning and environmental issues; use of staff lounge; and individual grievances.

3. Second Vice-President

Professional issues; Appointment and Promotion Committee; representation in the Steering Committee on the Improvement of the Status of Women; coordination with the United Nations Staff Recreation Council, in connection with the fiftieth anniversary; organization and agenda of Staff Committee and JAC; performance evaluation system; field issues; training; UN Staff Report; external studies; and individual grievances.

4. Secretary

Career development for General Service; organization of annual, extraordinary and general meetings; liaison for General Service Committee; and liaison for the Staff Day Committee.

5. Assistant Secretary

Superannuation; and liaison for Professional Issues Committee.

6. Treasurer

Supervision of maintenance of all Union accounts; and financial and budgetary planning.

7. Assistant Treasurer

Replace Treasurer in his absence; membership drive; and liaison for Pension Committee.

8. Rapporteur

Preparation and distribution of the Staff Committee minutes; and preparation of the annual report of the Staff Union.

9. Assistant Rapporteur

Replace Rapporteur in his absence; pension issues; and Staff Services Committee liaison, including catering.

10. Members at large

Publications; liaison for Trades and Crafts Committee; Staff Benevolent Fund; and liaison for Field Issues Committee.

B. Number and duration of Staff Committee meetings

Two meetings per week, two hours each.

III. STAFF-MANAGEMENT CONSULTATIONS

A. Number of JAC meetings per year

JAC met 3 times in 1992, 12 times in 1993 and 8 times in 1994. Each meeting averaged two hours' duration.

B. Membership of JAC

JAC at Headquarters comprises four members representing the management and four members representing the staff. The management is represented by the Under-Secretary-General for Administration and Management, the Assistant Secretary-General for Human Resources Management, the Director of Staff Administration and Training and the Director of Recruitment and Placement. The four members representing the staff have traditionally been the four highest-ranking members of the Staff Committee. Secretariat services are provided by the Office of Human Resources Management. The chair rotates between the management and the staff on a meeting-by-meeting basis.

JACs at other duty stations are normally composed of not less than three staff representatives and an equal number of representatives of the Secretary-General.

JAC and its task forces cover the full range of issues related to staff welfare and conditions of service.

IV. STAFF MANAGEMENT COORDINATING COMMITTEE

Number and location of SMCC and intersessional SMCC meetings

In 1992 and 1993, SMCC convened two sessions, both of which were held in New York. In 1994, SMCC met three times in New York, holding one full session and two intersessional sessions. SMCC considers the full range of issues related to staff welfare and conditions of service.

Table 1

ESTIMATED COSTS FOR STAFF UNION ACTIVITIES
1992

(In thousands of United States dollars)

	Staff costs	General operating expenses (office space)	Supplies and equipment	Documentation	Communication	Total
New York	307.7 a/	26.1	8.0	4.3	7.7	353.8
United Nations Office at Geneva	213.1 b/	70.5	0.6	69.9	8.3	362.4
Addis Ababa (Economic Commission for Africa)	132.6 c/	5.5	1.3	1.1	1.2	141.7
Amman (Economic and Social Commission for Western Asia)	22.8 d/	1.3	1.2	0.5	2.3	28.1
Bangkok (Economic and Social Commission for Asia and the Pacific)	50.8 e/	- f/	0.4	1.7	1.0	53.9
Nairobi (United Nations Centre for Human Settlements (Habitat)/ United Nations Environment Programme)	11.8 g/	4.4	1.3	-	1.6	19.1
Santiago (Economic Commission for Latin America and the Caribbean)	74.1 h/	1.5	1.2	1.5	1.0	79.3
United Nations Office at Vienna	56.8 i/	15.0	5.5	0.4	1.7	79.4
Jerusalem Field Service	20.5 j/	-	0.1	-	0.5	21.1
Total	890.2	124.3	19.6	79.4	25.3	1 138.8

(Footnotes on following page)

(Footnotes to table 1)

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a/ President (P-5), First Vice-President (Security Officer) and Second Vice-President (General Service (Other level)) on full-time release as well as 2 General Service (Other level) support staff.

b/ President (P-5) and 2 General Service (Other level) support staff full time. The President concurrently served as President of CCISUA during 1992. For this reason, the costs given in this table related to his full-time release have been adjusted downward by one half on the assumption that one half of his time was devoted to CCISUA activities.

c/ Staff President (P-4) and 1 General Service (Other level) support for staff matters full time.

d/ 1 D-1 (3 work-months) and 1 General Service (Other level) half-time staff.

e/ 10 work-months for 1 P-5, 2 work-months for 1 P-4 and 1 General Service (Other level) on half-time release.

f/ The Staff Council is provided with an office of 82.8 square metres.

g/ 1 General Service (Principal level) and 2 General Service (Other level) on half-time release.

h/ Chairperson (half-time), 6 work-months at P-4 level and full-time support at General Service (G-5).

i/ 2 General Service (Other level) staff half-time.

j/ 25 days on official business for Staff Union activities. As it was not possible to obtain the needed information on the Field Service Staff Union in time for incorporation in the present report, it has been assumed that the same amount of time as in previous years has been devoted to staff activities and the costing has been done accordingly.

Table 2

ESTIMATED COSTS FOR STAFF UNION ACTIVITIES
1993

(In thousands of United States dollars)

	Staff costs	General operating expenses (office space)	Supplies and equipment	Documentation	Communication	Total
New York	279.9 a/	27.3	8.0	1.6	7.9	324.7
United Nations Office at Geneva	294.4 b/	71.6	0.2	34.1	7.9	408.2
Addis Ababa (Economic Commission for Africa)	49.5 c/	2.6 d/	0.6	0.8	1.2	54.6 e/
Amman (Economic and Social Commission for Western Asia)	23.8 f/	1.3	1.2	0.5	2.5	29.3
Bangkok (Economic and Social Commission for Asia and the Pacific)	50.9 g/	- h/	0.4	1.8	1.0	54.1
Nairobi (United Nations Centre for Human Settlements (Habitat)/ United Nations Environment Programme)	11.8 i/	4.4	1.3	-	1.6	19.1
Santiago (Economic Commission for Latin America and the Caribbean)	77.4 j/	1.5	1.2	1.5	1.0	82.6
United Nations Office at Vienna	46.3 k/	15.0	0.2	0.5	3.3	65.3
Jerusalem Field Service	13.2 l/	-	0.1	-	0.5	13.8
Total	847.2	123.7	13.2	40.8	26.9	1 051.8

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(Footnotes to table 2)

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a/ President (P-5), First Vice-President (Security Officer) Second Vice-President (General Service (Other level)) on full-time release as well as 2 General Service (Other level) support staff. The President of the New York Staff Union concurrently served as President of CCISUA during 1993. For this reason, the costs given in this table related to his full-time release have been adjusted downward by one half on the assumption that one half of his time was devoted to CCISUA activities.

b/ President (P-5) during 1990-1991 and 2 General Service (Other level) support staff full time.

c/ President (P-5) (6 work-months) full time and President (General Service (Other level)) (6 work-months) full time as well as 1 General Service (Other level) support staff.

d/ 55 square metres of space has been provided. Calculations are based on rates charged to other United Nations agencies on site.

e/ The reduction in 1993 costs compared to 1992 costs reflects currency rate fluctuations (birr devaluation).

f/ 1 D-1 (3 work-months) and 1 General Service (Other level) half-time staff.

g/ 10 work-months for 1 P-5, 2 work-months for 1 P-4 and 1 General Service (Other level) on half-time release.

h/ The Staff Council is provided with an office of 82.8 square metres.

i/ Half-time release for 1 General Service (Principal level) and 2 General Service (Other level).

j/ Half-time Chairperson (6 work-months at P-4 level) and full-time support at General Service (G-5) level.

k/ Half-time release for 2 General Service (Other level) staff.

l/ 25 days on official business for Staff Union activities. As it was not possible to obtain the needed information on the field service Staff Union in time for incorporation in the present report, it has been assumed that the same amount of time as in previous years has been devoted to staff activities and the costing has been done accordingly.

Table 3

ESTIMATED COSTS FOR STAFF UNION ACTIVITIES
1994

(In thousands of United States dollars)

	Staff costs	General operating expenses (office space)	Supplies and equipment	Documentation	Communication	Total
New York	301.9 a/	28.5	8.0	3.8	8.1	350.3
United Nations Office at Geneva	233.4 b/	81.6	0.6	14.5	10.0	340.1
Addis Ababa (Economic Commission for Africa)	24.2 c/	2.3 d/	1.7	0.9	1.8	30.9
Amman (Economic and Social Commission for Western Asia)	24.5 e/	1.5	1.2	0.5	2.5	30.2
Bangkok (Economic and Social Commission for Asia and the Pacific)	52.0 f/	- g/	10.6 h/	1.8	1.0	65.4
Nairobi (United Nations Centre for Human Settlements (Habitat)/ United Nations Environment Programme)	11.8 i/	4.4	1.3	-	1.6	19.1
Santiago (Economic Commission for Latin America and the Caribbean)	88.7 j/	1.5	1.4	1.5	1.0	94.1
United Nations Office at Vienna	50.4 k/	16.8	3.8	0.3	1.7	73.0
Jerusalem Field Service	14.6 l/	-	0.1	-	0.5	15.2
Total	801.5	136.6	28.7	23.3	28.2	1 018.3

(Footnotes on following page)

(Footnotes to table 3)

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a/ President (P-5), First Vice-President (Security Officer) Second Vice-President (General Service (Other level)) on full-time release for 2 work-months; President (General Service (Other level)), First Vice-President (General Service (Other level)) on full-time release for 10 work-months; and 2 General Service (Other level) support staff for entire year.

b/ President (P-5) and 2 General Service (Other level) support staff full time. The President concurrently served as President of CCISUA during 1992. For this reason, the costs given in this table related to his full-time release have been adjusted downward by one half on the assumption that one half of his time was devoted to CCISUA activities.

c/ President (General Service (Other level)) on full-time release and 1 General Service (Other level) support staff.

d/ 55 square metres of space provided, for which cost has been calculated at rates charged to other United Nations agencies on site.

e/ 1 D-1 (3 work-months) and 1 General Service (Other level) part time.

f/ 10 work-months for 1 P-5, 2 work-months for 1 P-4 and 1 General Service (Other level) on half-time release.

g/ The Staff Council is provided with an office of 82.8 square metres.

h/ In addition to office supplies ($500), the Staff Council was provided with a personal computer with printer and computer table ($4,000), a facsimile machine ($1,000) and a photocopier ($5,100).

i/ Half-time release for 1 General Service (Principal level) and 2 General Service (Other level).

j/ Part-time Chairperson (3 work-months at P-4 level), and 3.6 months at P-3 level and full-time support at General Service (G-5) level.

k/ Half-time release for 2 General Service (Other level) staff.

l/ 25 days on official business for Staff Union activities. As it was not possible to obtain the needed information on the field service Staff Union in time for incorporation in the present report, it has been assumed that the same amount of time as in previous years has been devoted to staff activities and the costing done accordingly.